



**Child Development  
Division**

**MANAGEMENT  
BULLETIN**

<b>Subject:</b> Request for Application for Resource Contracts to Improve <i>Infant-Toddler</i> Child Development Programs	<b>No.:</b>  <b>03-10</b>
<b>Authority:</b> Provision 10(b) of Item 6110-196-0001 of the 2003-04 Budget Act	<b>Date:</b>  <b>December 15, 2003</b>
	<b>Expires:</b>  <b>December 31, 2004</b>

**IMPORTANT DATES**

**Application Due Date ..... January 26, 2004**

**Final Award Notification ..... February 2004\***

\*Please check the CDE web page below for updated information. This date is subject to change.

CDE Web Page: <<http://www.cde.ca.gov/funding/wwwlist.asp>>

**1. PURPOSE OF THIS MANAGEMENT BULLETIN**

This Management Bulletin (Bulletin) announces the availability of one-time resource funds to improve the quality of existing child care and development programs serving **infants and toddlers (birth through two years)** and provides information on how to apply for these funds. These funds are available to current California Department of Education (CDE) contractors providing child care and development program services through Child Development Division (CDD) program contracts (including General, Family Child Care Home Networks, Migrant, Campus, and Severely Handicapped programs) and California School Age Families Education (CalSAFE) program contracts.

To apply for program funds described in this Bulletin, agencies must complete and submit the attached application to CDE/CDD by **January 26, 2004**.

**2. BACKGROUND**

Provision 10(b) of Item 6110-196-0001 of the 2003-04 Budget Act provides funds to increase the quality and availability of **infant-toddler** child care and development programs. There is approximately \$1,781,600 available from funds identified for **infant-toddler** activities in the federal Child Care and Development Fund (CCDF) for one-time improvement of **infant-toddler** program quality.

**3. CONTRACT DESCRIPTION**

The State Plan for California Child Care and Development Fund Services provides earmarks for infant and toddler care as well as a special earmark to improve the quality of care for **infants/toddlers**. In accordance

with the State Plan, Section 5.1.1.1(c) states: "Funds will be allocated to provide grants to providers to cover the cost of:

- Infant-toddler equipment;
- Appropriate educational materials;
- Minor renovation and repairs to meet health and safety requirements; and
- Environmental changes to support small groups and continuity of care, primary caregiving, and following children's individual schedules."

Expenses ***not*** allowed under this funding include:

- Salaries;
- Benefits;
- The provision of direct services;
- Payments for lease/rent related to the operation of infant-toddler child care and development programs; and
- Indirect costs or overhead.

The contract award amount for these funds will be determined by applying an estimated base funding amount of \$3,500 per agency, plus additional funds dependent on the number of children served. For the purpose of completing the application, agencies must identify the number of subsidized and non-subsidized children being served either in a *full-time* or *part-time* capacity.

#### 4. ELIGIBILITY FOR PROGRAM FUNDS

Any agency that has been notified of a finding of fiscal and/or program noncompliance by CDD will be reviewed by the Department to determine their program's eligibility.

CDE contractors and/or agencies administering the following child care and development programs to infant and toddlers **are eligible** to apply for these funds:

- GHUD General Housing and Community Development (HUD).
- FHUD Child Care and Development Fund (CCDF)/HUD.
- GCTR General Center Child Care.
- FCTR CCDF/Center Child Care.
- GMIG General Migrant Child Care.
- GCAM General Campus Child Care.
- GHAN Severely Handicapped.
- CalSAFE California School-Age Families Education.
- FCCHN Family Child Care Home Networks.

The following programs **are not eligible** to apply for these funds:

- Head Start.
- State Preschool (Part-Day and Full-Day).
- Alternative Payment Providers.
- Individual Family Child Care Homes including center-based satellite Family Child Care Homes.

*Note: Subcontractors are not eligible to apply for these funds.*

## 5. GENERAL CONTRACT INFORMATION

CDD estimates a base-funding amount of \$3,500 per agency, plus additional funds dependent on the number of children served. The exact amount of each contract will be determined once the applications have been submitted. A letter announcing each contract award will be mailed to the requesting agency in February 2004.

Once awarded, the funds are to be expended throughout the 2004 calendar year up until December 31, 2004. Agencies are advised that funds cannot be obligated outside the specified contract period or disbursed until a formal contract between CDE and the agency has been executed. A contract is executed only after both parties have signed the contract. Contractors will receive a copy of the executed contract(s). Costs incurred before the effective date of the contract are not reimbursable expenditures. Agencies will receive 100 percent of the award rather than disbursements. **State contract funds must be spent on reimbursable costs for eligible children.** The final report of authorized expenditures (CDFS 9529) must be submitted to your assigned Child Development Fiscal Services (CDFS) analyst by February 16, 2005. If the agency does not submit the report, the agency will be billed for the entire award amount. The agency is billed the difference if the report expenditures are less.

## 6. HOW FUNDS WILL BE AWARDED

### A. Determining the Contract Amount

CDFS will determine the final award amount based on using the estimated base funding amount of \$3,500 per agency, plus additional funds dependent on the number of children served. In order to calculate the number of part-time children who are presently served by the agency, CDFS will multiply the number of part-time children that are noted on the Application for Resource Funding by .75. For example, if an agency serves eight full-time children and five part-time children, the number that would be used for calculation purposes would be 11.75 (8 + 3.75). **Count children only once as either full-time or part-time. Do not count in both categories.**

### B. Payment of Funds

CDFS is responsible for generating contract payments. The funds are paid in one lump sum payment generally within six to eight weeks after the signed contract is returned to CDE's Contracts office.

### C. Audit Requirements

The agency must report expenditures to CDFS each fiscal year on form CDFS 9529 and is subject to audit according to contract terms. For more information regarding the completion of form CDFS 9529, please refer to the reverse side of form CDFS 9529 and the California School Accounting Manual. Agencies must maintain documentation of quality improvement expenditures.

## 7. APPLICATION SUBMISSION REQUIREMENTS

Before submitting an application for program funding, applicants should carefully review the information in this Bulletin and the instructions in the application. Applicants must complete all required sections of the application and follow the format instructions described in this section. **Failure to follow the submission requirements below will result in a rejected application and no further review will be made.**

- A. Submit **one (1) original** and **two (2) copies** of the completed application to the following address:

**California Department of Education  
Child Development Division  
MB 03-10 *Infant/Toddler* Resource Funding  
1430 N Street, Suite 3410  
Sacramento, CA 95814**

- B. All applications must arrive in CDD, at the address listed in item A of this section, no later than **5 p.m. on January 26, 2004**.
- C. It is the sole responsibility of the applicant agency to ensure that CDD receives the required original and two (2) copies of the completed application by the above deadline. Each application must be complete when submitted. No changes, modifications, corrections, or additions will be made to the application(s) once it has been received.
- No exceptions will be made.**
- D. Applicants may mail or personally deliver the applications. **Applicants must not address the application package to CDE's post office box or to any other division within CDE.** Postmark or delivery service receipt dates will not be accepted in place of the date the application packages were received by CDD. If the agency elects to mail rather than hand deliver its application packages, the agency may choose to use a mail delivery process that will provide it with a receipt showing the date and time the application packages were actually received by CDD.
- E. The certification contained in the application must be signed by the agency's representative who has the formal authority to engage the agency in a contractual agreement.
- F. The **original copy** must have **original signatures** by the agency's authorized representative. Please use **blue ink** for the original signature copy.
- G. All applicants agree that, in submitting an application, they allow CDD to verify any and all claimed information and to verify any references named in the application.
- H. Do not attach document covers or place applications in binders, as they will be removed before the review of the application for easy handling. Ensure that each application is adequately secured with a staple in the upper left-hand corner.
- I. Applications may not contain false or misleading information.

## **8. COST OF DEVELOPING THE APPLICATION**

The cost of developing applications is entirely the responsibility of the proposing entity. Upon receipt of an award of funds through this Bulletin, such application development costs are **not** a reimbursable expenditure.

## 9. APPLICATION REVIEW PROCESS

### Screening and Disqualification

To be considered, an application must be completed and submitted in accordance with the instructions contained in the Application Submission Requirements described in this Bulletin and the instructions on the application. **If an application is submitted that is incomplete or not completed in accordance with the instructions, CDD will reject the application and no further review will be made.** CDD will screen all applications for completeness, and applications that disregard the instructions regarding required signatures or contain false or misleading information will be rejected.

## 10. APPLICATION RESULTS NOTIFICATION

All applicants will receive a written notification of application results. CDD will issue one of the following notifications to the Executive Director identified on the application:

- A. **Rejection Letter** - Application does not meet the submission requirements identified under this Bulletin and the applicant has no appeal rights.
- B. **Award Letter** - Each approved application will receive notification of approval with detailed information as to the amount of funds available through this award.

*Note: If CDD discovers the applicant has falsified the application or has serious licensing, fiscal, or programmatic violations prior to the execution of a contract between CDE and the applicant, CDD reserves the right to rescind and void all offers of funding received through this Bulletin.*

For questions regarding information contained in this Bulletin, please contact Linda Rivera, Child Development Assistant, by e-mail at [lriviera@cde.ca.gov](mailto:lriviera@cde.ca.gov).

/s/ Michael Jett  
Michael Jett  
Director  
Child Development Division

/s/ Sue Stickel  
Sue Stickel  
Deputy Superintendent  
Curriculum and Instruction Branch

Attachment: Application for Resource Funding (FY 2003-04) **Infant/Toddler**

This Management Bulletin is mandatory only to the extent that it cites specific statutory and/or regulatory requirements. Any portion of this Management Bulletin that is not supported by specific statutory and/or regulatory requirements is not prescriptive pursuant to *EC* Section 33308.5.